

**Park City Fire Service District  
Administrative Control Board – Regular Meeting Minutes  
Fire District Administrative Office Building  
736 West Bitner Road, Park City, Utah  
September 5, 2017**

**Administrative Control Board regular meeting called to order:** 6:31 p.m.

**Board Members Present:** Chair Christina Miller, Vice Chair Jay Dyal, Treasurer Michael Howard, Secretary Jack Thomas, and Member Alex Butwinski

**District Personnel Present:** Chief Paul Hewitt, DC Bob Zanetti, BC Eric Hales, BC Pete Emery, FM Mike Owens, CFO Del Barney, Human Resources Officer Patti Berry, and Admin. Asst. Debbie Colgan

**I. Approval of August 1, 2017, Meeting Minutes**

Board Member Howard made a motion to approve the minutes of the August 1, 2017, Administrative Control Board meeting. The motion was seconded by Board Member Dyal and passed unanimously, 5-0.

**II. Public Input**

There was no public input.

**III. Board Member Reports and Business**

**A. Correspondence**

Chair Miller asked if was normal for the call volume in July and August to go up and then back down, and Chief Zanetti replied it is. This is mostly due to children being out of school and seasonal tourist flows. Chief Zanetti said July and August are truly our busiest months as far as what we are doing on calls, whereas January and February often see the highest call volume due to ambulance dispatches for ski transports. Chair Miller commented PCFD is a very lucky District to have the personnel and funding it has and to not be dealing with some of the issues other districts have.

**B. Financials**

Treasurer Howard stated he sent a couple of questions via email to CFO Barney and Chief Hewitt prior to the meeting and those questions have been answered.

#### **IV. Old Business**

There was not any old business.

#### **V. New Business**

There was not any new business.

#### **VI. Staff Reports and Input**

A comment was made that the thank-you notes PCFD has recently received were very thoughtful.

#### **VII. Discussion of Possible Future Agenda Items/Additional Comments**

There will be a closed executive session during the October 2 meeting to discuss property acquisition. Secretary Thomas wanted to acknowledge PCFD personnel and thank them for their diligence and competency, and the personnel present thanked him for his comment.

#### **VIII. Closed Executive Session**

There was no need for a closed session.

#### **IX. Adjournment**

Secretary Thomas made a motion to adjourn, it was seconded by Treasurer Howard and passed unanimously, 5-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:37 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be October 3, 2017, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.

Approved: \_\_\_\_\_

Date: \_\_\_\_\_